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# McKISSICK MEMORIAL LIBRARY

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**Self-Guided Tour  
and General Information**

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S.C. STATE LIBRARY

OCT 16 2020

STATE DOCUMENTS

**The University  
of South Carolina**



The McKissick Memorial Library is the main collection in the university library system, housing major book, periodical, and microtext resources in all subject areas except science, education, law, music, and South Carolina. This tour is intended only to point out the major sections of the Library necessary for its use. There are also brief descriptions of some library services and policies and of other libraries on campus. Library staff members in the various service areas can furnish additional information and assistance.

## GENERAL INFORMATION

☐ **BIBLIOGRAPHY ROOM.** National and trade bibliographies and printed catalogs of major libraries, such as the Library of Congress and the British Museum, are located in the center section of the Ground Floor. Access to the Room is through the Ground Floor Stack level. Most subject bibliographies are shelved in the general Stacks and in Reference.

☐ **COLLEGE CATALOGS.** Current catalogs from most major U.S. colleges and universities and a few foreign are available through the Reference Department, Second Floor, North.

☐ **GOVERNMENT PUBLICATIONS.** Publications of the U.S. federal government, United Nations, and Organization of American States, and the British Parliamentary papers are housed in the Undergraduate Library. Most U.S. documents are not listed in the McKissick main card catalog but there are separate indexes shelved with the collection and Documents librarians to assist in their use. Other foreign government publications and city and state documents are in the general library collection and listed in the main card catalog.

☐ **INTERLIBRARY LOAN.** Faculty and graduate students may borrow books or purchase photocopied materials from other libraries through the interlibrary loan service in the Reference Department Office, Second Floor, North. The Science Library also provides interlibrary loan service.

☐ **LIBRARY HOURS.** The McKissick Library is open Monday — Friday, 8 a.m. — midnight; Saturday, 8 a.m. — 5 p.m.; and Sunday, 1 p.m. — midnight. Check with the other libraries for their own hours. Library hours may vary when classes are not in session and any changes will be posted at the entrance.

☐ **MAPS AND ATLASES.** Most of the major atlases are shelved in the Reference Room. The map collection, including those published by the U.S. Geological Survey and Army Map Service, is maintained by the Geography Department and housed in Calcott.

☐ **NEWSPAPERS.** The Library receives approximately 57 domestic and foreign newspapers, which are listed in the Periodicals Catalog in the Periodicals-Reference Room. Current issues are shelved in the Periodical Reading Room. The length of time individual titles are retained varies. Many permanent back files are on microfilm. Older issues, not on microfilm, are stored and may be obtained through the Reference Department.

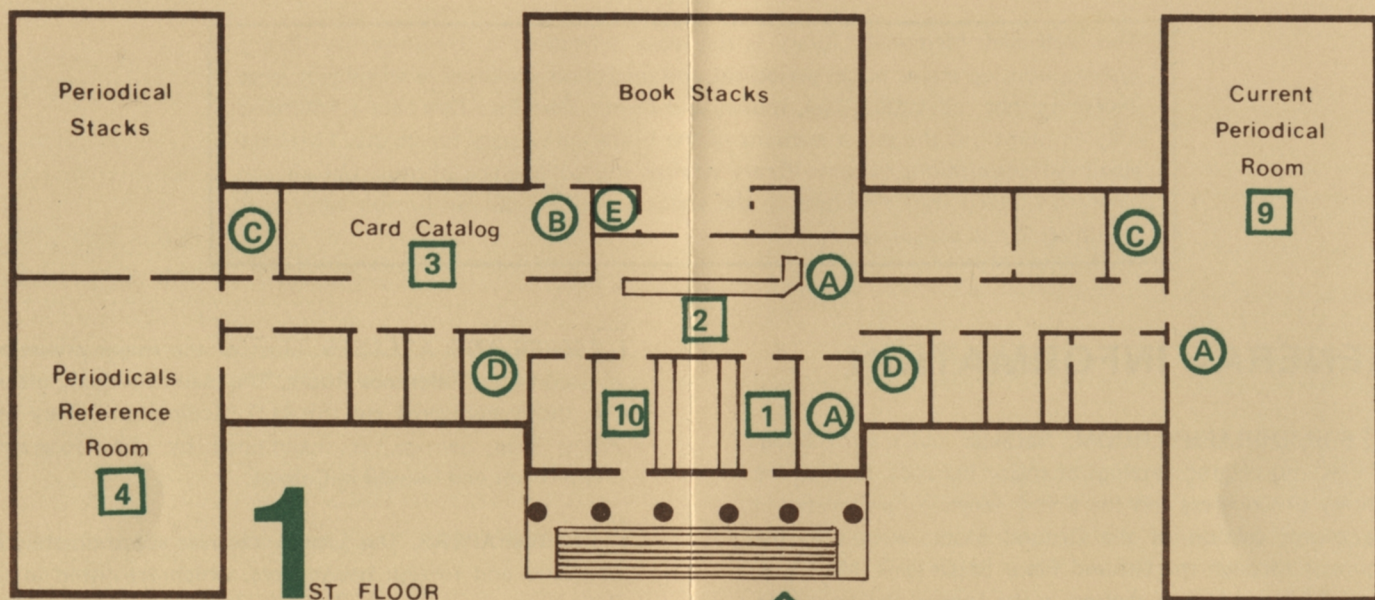
☐ **PHOTODUPLICATION.** Coin-operated (5 cents) copiers are located near the Circulation Desk and in the Periodical Reading Room. Material may be left for copying at the Photoduplication Service on the First Floor across from the Circulation Desk. Enlarged prints from microfilm are made in the Reference Office, 10 cents each.

☐ **REFERENCE SERVICE.** Reference librarians are available in the Reference Room, Second Floor, North, to help in effective use of the library, whether assistance is needed in the basic mechanics of library techniques or in finding specific information. Some research guides, compiled by the Reference staff, are available and bibliographic instruction lectures to individual classes are given on request.

☐ **RESERVE BOOKS.** Books placed by faculty on reserve for assigned reading are located in the Undergraduate Library, except for courses in Education, Science, Music, and Business Administration, which keep reserve books in their respective departmental libraries.

☐ **TELEPHONE BOOKS.** A collection of telephone books from major U.S. cities, selected towns in South Carolina, and a few foreign cities are kept in the Reference Room.





## SELF-GUIDED TOUR

**1. ENTRANCE.** Exhibits of special interest, usually notable materials from the Library's collections, are kept in the glass cases to your left.

**2. CIRCULATION DESK.** All circulating materials in McKissick are checked out here for use outside of the library. A current, validated University I-D card is required. It is not necessary to fill out a charge slip for books entered on the Automated Circulation System, identified by the Library Number label inside the front cover. The loan period is three weeks. Books may not be renewed by phone. Fines for overdue books are 10 cents a day.

To the right of the Circulation Desk is an IBM copier, coin-operated at 5 cents a copy.

To the left of the Circulation Desk is the Card Catalog.

**3. CARD CATALOG.** This is a union catalog, listing by author, title, and subject, books in all campus libraries. It does not include most periodicals and U.S. government publications, which are indexed elsewhere. Materials not in McKissick are indicated by a special location symbol above the call number; notice the Special Location Chart on the East wall of the area for an explanation of these symbols. The Stack Location chart, giving locations for materials in

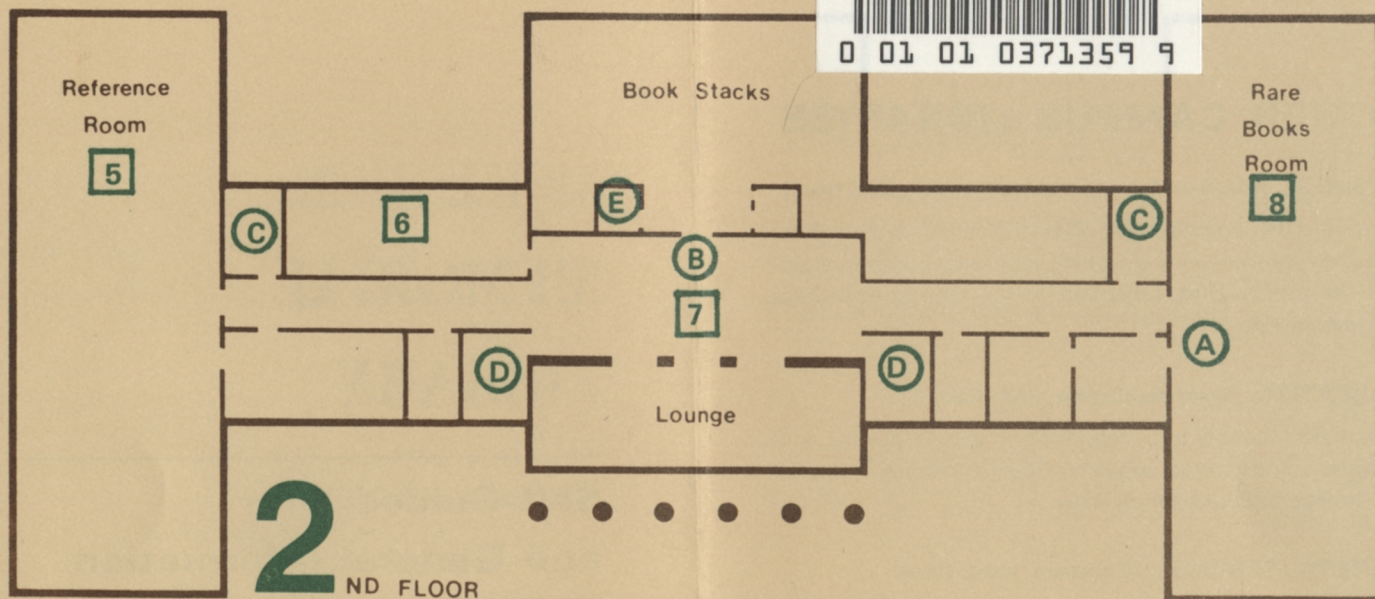
Begin Here

the McKissick general stock, is on the South wall. The Library is changing from the Dewey Decimal to the Library of Congress Classification system, so both types of call numbers will be found and are identified on the Stack Location chart. Also, notice the entrance to the Book Stacks (B).

Continue down the hall, north, to the Periodicals-Reference Room.

**4. PERIODICALS-REFERENCE ROOM.** Most of the major indexes to periodicals are arranged by subject around the walls of this room. The Periodicals Catalog, near the door, lists all periodicals in all libraries on campus, although holdings are given only for those in McKissick. Titles in other libraries are identified by the name of the library in the upper corner of the card. An enlarged sample card above the catalog explains the information given. All periodicals in McKissick are arranged alphabetically by title in the Periodical Stacks. Periodicals do not circulate outside of the Library but they may be charged out for photocopying at the Periodicals service desk by the door. There is someone on duty at this desk to give assistance in using the indexes and in finding periodicals during all hours the library is open.





Take the North stairway (C) to the Second Floor.

**5. REFERENCE ROOM.** A reference book either gives brief, concise information on a subject, such as an encyclopedia, or it identifies additional sources of information, such as a bibliography. The reference collection includes dictionaries, handbooks, directories, indexes, bibliographies, and encyclopedias in all subject fields. A Reference librarian is usually on duty to assist in finding information or suggesting research procedures. Interlibrary Loan for all subjects except the sciences is conducted through the Reference Office.

**6. MICROFORMS.** The Library has an extensive collection of microform materials, all of which are listed in either the main card catalog or the periodicals catalog. The microform readers and collection are kept in this room and have expanded into the Second Floor halls and lounge area. Reference librarians can assist in finding materials and using the readers. Enlarged print-outs from microforms can be made in the Reference Office.

**7. LOUNGE.** This area is used for studying and smoking is permitted. There is a similar area on the Third Floor. Notice the entrance to Stack Level Two (B).

**8. RARE BOOKS ROOM.** The entrance to this room is through the office on your right. None of the materials may circulate but exhibits of some of the rare and valuable items are on display, 8:30 - 5:00, Monday through Friday.

Take the South stairway (C) back to First Floor.

**9. PERIODICAL READING ROOM.** Latest issues of the most heavily used periodicals are shelved alphabetically by title around the wall. On the northwest wall is a collection of U.S. and foreign newspapers, currently received by the Library. A small browsing collection of recent popular books is on shelves around the photocopying machine.

**10. EXIT.** A security guard must check all materials leaving the library.

- A. Photocopiers
- B. Book Stack entrances
- C. Stairs between the floors
- D. Stairs between first and second floors
- E. Stairs between Stack levels



## OTHER CAMPUS LIBRARIES

### **BUSINESS.** (Business Administration Building, 2nd floor)

A non-circulating collection of financial, labor, and tax services, corporation annual reports, and some current periodicals. Reserve reading collection for all courses in business and economics.

### **EDUCATION.** (Wardlaw College, 2nd floor)

Periodicals, books, and reference materials dealing with education and related subjects. Reserve reading collection for College of Education courses.

### **GENERAL SERVICES.** (Coliseum, lower floor)

Junior-college level collection supporting programs in the College of General Studies.

### **LAW.** (Law Center Complex)

Non-circulating research materials on federal and state law.

### **MUSIC.** (McMaster College, ground floor)

Music books and scores, and a non-circulating collection of records with listening facilities available. Reserve reading collection for music courses.

### **SCIENCE.** (Physical Sciences Building, 1st floor)

Books, periodicals, and research sources in biology, chemistry, geology, physics, engineering, medicine, pharmacy, astronomy, and the computer sciences. Computer literature searches and interlibrary loan services available. Reserve reading collection for science and engineering courses.

### **SOUTH CAROLINIANA.** (Horseshoe)

An extensive collection of books, maps, newspapers, and manuscripts relating to South Carolina and the South.

### **UNDERGRADUATE.** (Petigru College, 3rd floor)

A small collection of basic books to support undergraduate courses but not research work. Reserve reading collection for all graduate and undergraduate courses not housed in departmental libraries, as noted above. Government publications of the U.S. and U.N.